

**Section 14.8 PARAMS MENU****Personnel Data****Employee Inquiry**

Purpose	This section provides the procedures for a user to inquire on active and/or inactive employee information regarding an appointment, position and hours balances.
Window Name	Employee Inquiry
Reminders	<ol style="list-style-type: none"><li>1. The Employee Inquiry window is accessed through the <u>P</u>arams, <u>P</u>ersonnel Data, <u>H</u> - Employee Inquiry items on the menu bar.</li><li>2. The Employee Inquiry window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the selection was by department or department, agency and TKU, once the Select button is clicked a list of employees is displayed in the Selection List window. The user may then highlight the employee to be viewed and click the Detail button to display the Detail Data window. If selecting only one employee by entering a Social Security Number and/or Name, the Detail Data window is automatically displayed when the Detail button is clicked.</li></ol>
References	<i>No specific references</i>

## Employee Inquiry

The following window is displayed when Params, Personnel Data, H - Employee Inquiry is selected from the Menu bar. The steps are described on the following pages.

**DCDS 03.01.01**

File Edit Options Functions Params Reports Window Help

**Employee Inquiry**

**Selection Criteria**

Dept:  Agency:  TKU:  Apprver: ☐

SSN:  Name:

Appointment Status: ☒ Active ☐ Inactive ☐ All

**Selection List**

Name	SSN	Appt Date	Dept	Agy	TKU
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Ready

**DCDS Input Procedures - Employee Inquiry (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Dept*	<p>Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.</p> <p><b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.</p>
2	Agency	<p>Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. An agency must be selected in order to select a TKU.</p> <p><b>Note:</b> When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.</p>
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number.
4	Approver	Click on the Approver box, if you are an Approver, to view all of your employees.
5	SSN	Enter an employee's Social Security Number, if selecting only one employee. The department, agency and TKU are <b>not</b> required. Click the Select button and the Detail Data window is automatically displayed.
6	Name	Enter an employee's last name or partial name of the employee, if selecting only one employee. The department, agency and TKU are <b>not</b> required. Click on the Select button and the Detail Data window is automatically displayed.

*\*indicates a required field that must be entered*

**DCDS Input Procedures - Employee Inquiry (Selection Criteria)**

Step	Field Name	Action
7	Appointment Status	Click on the Active, Inactive or All radio buttons to select active, inactive or all employees. The default is Active.
8	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
9	Selection List	Highlight the employee to be viewed and click the Detail button. The Detail Data window will then be displayed.

**Dept/Agy/TKU Inquiry (Selection List)**

The following information displays:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Appt Date	The date an employee was appointed to a position.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU).

## DCDS Input Procedures Employee Inquiry

The following window is displayed when the **Detail** button is selected. The information displayed is described on the following pages.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Employee Inquiry

**Selection Criteria**

Dept: 59 Agency: 01 TKU: 001 Approver: ☐

SSN: - - Name:

Select

Detail

**Selection List**

**Detail Data**

Name: ABDUL, CHAUNCEY SHEHADEH		SSN: 590-10-7036
Dept: 59	Agency: 01	TKU: 001 Emp. No: 133967
HRMN Dept. Code: FIXME		HRMN Dept. Name: FIX ME
Appt Status Code: AA	FULL-TIME (CLASSIFIED) Pos: DEPSPL2A08N	
Appt. Eff. Date: 06/30/1985	Departure Date:	FMLA Expiration Date:
Voluntary Plan:	Vol. Plan Hours: 0	Vol Plan Exp. Date:

CHAMBAL, LUCRETIA L 590-10-1479 08/22/1999 59 01 001

<=> Close

Ready

**Employee Inquiry**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Emp No	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
HRMN Dept Code	The employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Appt Status Code	The employee's Appointment Status identifies if the employee is full time classified, part time classified, etc.
Pos	The employee's position number identifies jobs with sets of similar duties, knowledge, skills, and abilities.
Appt Eff Date	The employee's Appointment Effective Date. This is the same as the Eff Date in the Selection List window on the Selection tab.
Departure Date	The employee's Departure Date from position, if on leave or separated.
FMLA Expiration Date	The Family Medical Leave Act expiration date for the employee, if on file.
Voluntary Plan	A code that identifies the plan an employee has enrolled in under the Voluntary Work Schedule Adjustment Program.
Vol Plan Hours	Indicates the number of hours applicable in the Voluntary Work Schedule Adjustment Program.

**Employee Inquiry**

Field Name	Description
Vol Plan Exp Date	Displays the expiration date of the Voluntary Work Schedule Adjustment plan if an employee is participating.
Class Type	The employee's classification (i.e., classified, unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies an employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions.
Retirement Code	Retirement (pension) plan code assigned to employee.
Work Site	Site code assigned to employee's position.
Work County	The County Code where the employee's position is located.
Union Code	A code that identifies which union an employee belongs to.
FLSA Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility. <b>Y</b> - Not Eligible <b>N</b> - Eligible  <b>Note:</b> A <b>Y*</b> indicates eligibility on an exception basis.
FLSA Exp Date	The Expiration Date of an exception for FLSA overtime approval.
Average Hours	The average of hours for less than full time employees reported for the previous six pay periods.

**Employee Inquiry**

<b>Field Name</b>	<b>Description</b>
Std Hours Reg	The employee's first shift regular hours.
Shift 2	The employee's second shift regular hours.
Shift 3	The employee's third shift regular hours.
For Pay Period	The pay period start and end dates.
Hours Type	The employee's leave hours type.
Available Balance	Displays the amount of hours available for each hours type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period.
Balance Last Updated	Date of the most current hours balance. The date may be different from the pay period end date if hours have been adjusted.